

# **General Guidelines for Preconstruction Conference**

- 1. Introductions**
- 2. General Remarks**
  1. Bridge Replacement
  2. Relocation of Roadway
  3. Limits of Project
  4. Number of work Days in Contract
- 3. Concerns of Utilities**
  1. Gas
  2. Water
  3. Electric
  4. Telephone
  5. Cable
  6. Sewer
  7. Other
- 4. General Discussion with Contractor**
  1. Proposed Operating Schedule
  2. Permits Required
  3. Cooperation with Others
- 5. Specific Project Conditions**
  1. Special Requirements
  2. Unusual Conditions
  3. Conflicts and Problems Anticipated
  4. Clarification of Construction Details
  5. Specification Requirements
- 6. Traffic Control**
  1. Construction Signing
  2. Detours
  3. Notification of Closures

**7. Delegation of Authority by the Contractor and Engineer**

1. Lines of Communication

**8. Reporting Requirements**

1. Required Reports
2. Postings
3. Pay Estimates
4. Payrolls
5. Subcontractors
6. DBE & WBE Certifications
7. Change Orders

**9. Date of Notice to Proceed**

**10. Any Other Items Concerning the Project**

The above noted guidelines are general and represent what the Preconstruction Conference should cover on most projects. These are only guidelines and should be geared to the particular project and each local agency involved.